



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1
USACHRA, JRTC & FT POLK CIVILIAN PERSONNEL ADVISORY CENTER
7041 RADIO ROAD
FORT POLK, LOUISIANA 71459

PECP-SCR-M-L

CIVILIAN PERSONNEL
BULLETIN NO. 04-07

15 February 2007

LEAVE TRANSFER PROGRAM

CARE BULLETIN

In accordance with JRTC and Fort Polk Regulation 690-20, Part III, Voluntary Leave Transfer Program (VLTP), an employee may donate limited amounts of annual leave to another employee who has been approved to receive leave under VLTP.

*******APPROVED RECIPIENT*******

Ms. Teralyn Latrice Charles-Blanks, Medical Support Assistant, at Bayne Jones Army Community Hospital, has been approved as a recipient under the Voluntary Leave Transfer Program.

Ms. Charles-Blank has undergone a total abdominal hysterectomy that will require six to eight weeks of recovery time. Ms. Charles-Blanks has exhausted all of her leave and is presently in a leave without pay status.

Current federal employees wishing to donate annual leave to Ms. Charles-Blanks' account for use during this medical emergency may do so by completing the Fort Polk Form 25 in duplicate and forwarding to the Civilian Personnel Advisory Center. Donations will be accepted under this bulletin for thirty (30) days from the date of issue. The Fort Polk Form 25 will be attached to this bulletin, may be downloaded off the Fort Polk Electronic Workplace (http://intranet.polk.army.mil/old_ewp/) or obtained from the Administrative Office within each Directorate.

//Original Signed//

DONALD R. MALLET

Director,

Civilian Personnel Advisory Center

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